



PROCUREMENT OFFICER

Purpose:

To actively support and uphold the City's stated mission and values. This is a senior level procurement and contract position that requires the work efforts of an experienced and highly qualified professional. The position will perform a variety of professional level duties in procurement and contracts administration of materials and services for the City.

Supervision Received and Exercised:

Receives direction from the Central Services Administrator (Procurement Administrator) or from other supervisory or management staff.

May exercise direct supervision over procurement support staff responsible for contract compliance.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Working in partnership with customer departments to develop, write and compose via computer;
- Specifications, Scope, Technical Questionnaires, Contract Terms & Conditions and Price pages for Invitation for Bids, Request for Proposals, Request for Qualifications and Request for Quotations as applicable for the procurement of products, equipment, general services and professional services;
- Bid/proposal addendum and contract amendments;
- Thoroughly justified award recommendations;
- Responses to inquiries concerning the legal and technical criteria for contract award decisions; and

Effective November 1988

Revised November 2001

Revised November 2001 (range adj due to market)

Revised July 2006

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- Contract compliance letters to contracted vendors.
- Coordinating evaluation teams in the review of solicitation responses; in the conduct of evaluation team fact-finding discussions with proposal offerors, in structuring requests for best and final offers and in negotiating contracts.
- Performing complex and accurate bid/proposal price/cost analysis for a variety of products and/or services.
- Using the PeopleSoft Financial & HRMS software system to receive incoming requisitions, make any necessary requisition update changes, convert requisitions to purchase orders, make necessary purchase order additions, deletions and/or modifications, and prepare payroll.
- Working in a client server based HP environment utilizing PeopleSoft purchasing software, Excel spreadsheets, Microsoft Word, Outlook e-mail, and procurement web page applications.
- Making public and possibly televised presentations to describe the criteria and reasons for an award recommendation or contract amendment and to respond to public and/or vendor inquiries.
- Administering approximately 200 ongoing term contracts to ensure timely renewals or timely bidding of replacement contracts, to solve any contract issues, and to maintain cost containment within existing contracts.
- Working with other public agencies to promote, develop, issue and award cooperative bids.
- Encouraging vendors through active business outreach efforts to become involved in bidding on City contracts and increase competition in the marketplace.
- Assist customer departments in developing cost effective and competitive specifications for goods or services to be obtained through the Procurement Office.
- Assist in the implementation of goals and objectives and procurement policies and procedures.
- Prepare and maintain statistical reports as related to assigned procurement responsibilities.
- May supervise and review the work of Procurement support staff.

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- May participate in the administration of the City's surplus property program.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Must have recent experience in procurement and contracting for a public (government) agency or large corporation that has a formalized procurement process whereby procurement actions and contract award recommendations must be justified and documented in writing. At least two years of increasingly responsible buying and contracts administration experience.

Training:

Must have a Bachelor's degree from an accredited college or university with classes in purchasing, financial accounting, business administration, public administration, marketing and/or computer software related subjects. Experience in software usage applications as related to preparation of automated management reports, creating web page applications and purchasing systems is desired.

Licenses/Certifications:

Professional certification as a Certified Public Purchasing Buyer (CPPB), Certified Purchasing Manager (C.P.M) or Certified Public Purchasing Officer (CPPO) is highly desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2820

FLSA: Exempt